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Appendix: Supplementary documents

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    3.   LC Literary Author (053) Request Form

    4.   Glossary of PCC-related terms and abbreviations

NACO ADMINISTRATION NOTES

1. Until a library reaches independent status, all records must be reviewed before using "P" or production mode in an RLIN record or "add" or "replace" to contribute an OCLC record.

2. *OCLC Authorities User Guide*, Chapter 6, has commands for PRISM for Windows review process. There are three files, two of which can be seen only by the contributing library, and one which can be seen only by the reviewer:

> your own **Save file**--In which you create and edit records before sending them to the review file; typical commands: cho af, si, s, loc, sub, (add and rep), OR appropriate Windows procedures

> the **National PRISM Review file**--In which reviewers can view and edit records before sending them back to you with comments, corrections, questions, etc.; typical commands: cho af, si sb, s, res, (add and rep), or appropriate Windows procedures

> your **Respond file**--In which you see the records we have reviewed and returned with comments, corrections, questions, etc.; typical commands: cho af, si rs, s, sub, add, rep, or appropriate Windows procedures

2a. The *RLIN Searching Manual* is a helpful source for appropriate commands. RLIN reviewers will view records in the RLIN save or pending file, directly in the RLIN database, or will view via Z39.50 client. RLIN contributors and reviewers will use email to report record ID numbers of NARs, send queries, notes, corrections, etc.

> your local **Save or Pending file**--In which your institution alone can create and edit records in the save mode; any RLIN user can see your records using the "PRP" command, but can take no actions on them; procedure: work in the NAF/SAVE mode, using ST:s until your reviewer gives the directions to contribute the record to the NACO master database by setting the mode to production, using ST:p

> the **RLIN Save or Pending file**--In which any RLG user or reviewer can view the combined records from all local save files by using the "PRP" command, but can change or contribute only the records placed in the save or pending file by his or her institution

3. Try the difficult stuff; send lots of records, both newly-created and changed NARs, but in reasonable batches.

4. Make corrections before sending more records.

5. Send separate email messages for queries, notices of BFM, and notices of records for review. Email is a good way to alert the reviewer that you've submitted records for review. Some questions can be included in 952 field of OCLC record.

6. JACKPHY (and possibly some other squiggly character languages) record review requires surrogates. Send copies of the NARs with the surrogates to Coop fax (202) 707-2824, or to the fax of your reviewer.

7. Formal review should include a representative range of records in sufficient volume.

8. No more than 10% error rate in areas that affect access.

9. Independent libraries still have liaisons in the LC Coop Team to handle queries, BFM, and cancellation of duplicate records.

10. Independent libraries handle their own review.

11. Keep work current--no backlog in save file.

12. **24 HOUR RULE: Any record that's been in a save file for over 24 hours must have 1xx and 4xx searched before contribution!!!!!**

13. Continue to send BFM and duplicate reports.

14. One liaison, with a back-up. When staffing changes occur, it is the responsibility of a NACO institution to prepare someone on staff to carry on the responsibilities of internal quality review, training new staff in NACO, reporting BFM, and maintaining communications with the PCC program. Please let us know if we need to update our database information about your institution's program coordinators, tech service heads, or directors. We want our libraries to receive all important documentation and announcements.

15. Ruta Penkiunas was named Coop Team Leader, (202) 707-2826, rpen@loc.gov) in the absence of team leader Ann Della Porta, who has been serving on a detail as Assistant Coordinator for the implementation of LC's new ILS since May 1998.

16. Keep in touch, and please follow up if your queries have no response in a reasonable amount of time.

17. Coop publishes stats semi-annually (ALA), and on the PCC home page. We welcome you at the PCC-Coop Discussion Group meetings at ALA, generally held Sunday evening, 7-9 pm.

18. We'll provide a clean copy of NACO series training materials to each library to use in further training.

19. Please return the course evaluation form today, or mail it to us soon. Thanks.

20. Catalogers in libraries involved in PCC cooperative programs are encouraged to subscribe to the PCCLIST, where we post announcements and where members can exchange ideas. To subscribe, please furnish your name and email address to your Coop liaison, and we will add you to the list.

21. Visit the PCC home page:

   http://lcweb.loc.gov/catdir/pcc

22. Other PCC training opportunities: SACO workshops at ALA, BIBCO training at your institution, Training the NACO/BIBCO Trainer.

DEAR REVIEWER

SHORT AND SIMPLE SAMPLE EMAIL MESSAGES FROM
A NACO LIBRARY TO A REVIEWER OR LIAISON

1.   Weather in [place] has been lousy, and we've been working hard. We cleaned up the last errors in the last batch of NARs you returned.
    OCLC mode: Please check the review file for 15 new records.
    RLIN mode: The LCCNs of the 15 new NARs in the save file follow:

2.   Please do BFM for the following NARS: [numbers follow]

3.   Nyah, nyah, nyah! LC made a mistake! Your catalogers made duplicate NARs, and WE found them! We've transferred necessary info from one to another. Please keep record 1 and delete record 2. BFM required.

4.   OOPS! We made a mistake! We contributed a NAR, and now we can't call it back. Our reputation will be ruined. Please delete record number [#]. We'll never make fun of LC again, we promise!

5.   We found a subject [shxx-xxxxx] which we are transferring to a name authority [nxx-xxxx]. Please ask the subject folks to delete the subject record.

6.   Please supply an 053 cutter number for this literary author [LCCN, name, LC class number, etc. supplied].

7.   I found a complex problem involving 2 existing NARS, 5 bib records, 1 CIP, and a looseleaf, all in Russian. I'm faxing 38 pages to you. Can you help?

8.   We'd like to enter some CJK records, but we never submitted CJK records before. Watch the mail for an envelope of NAR printouts and surrogate pages from our CJK items.

9.   Congratulate me! The Dr. says it's triplets! I'm taking 6 months maternity leave, but while I'm gone, my colleague [name, phone, etc.] will keep contributing to NACO and monitoring my messages.

10.   This book I'm doing has a Canadian corporate heading, and it isn't online in resAnet or AMICUS. My department head turned down my request to visit the National Library of Canada in Ottawa to establish the heading. Could you ask them to establish it and tell me the official Canadian form? The NAR is [LCCN] and the bib record is [LCCN].

11.   Did you take a trip around the world? I keep sending messages and phoning, and all I get is silence. How can I reach independence if you don't review my records? Did you bring me a Tshirt?

LOVE, Your NACO library

NACO Day 5, p. 0000

z:\training\NACO admin dearlove 2001.wpd May 2001

SUBJECT AUTHORITY COOPERATIVE PROGRAM (SACO) GUIDELINES

STATEMENT OF EXPECTATIONS FOR SACO PARTICIPANTS

The Subject Authority Cooperative Program (SACO) was established to provide a means for libraries to submit subject headings and classification numbers to the Library of Congress. Listed below are the basic requirements for libraries wishing to contribute subject heading proposals or changes for inclusion in Library of Congress Subject Headings (LCSH) and classification number proposals or changes for inclusion in the Library of Congress classification schedules.

DOCUMENTATION AND INSTRUCTION

For those libraries that participate in the SACO program we have prepared a packet of instructional materials that enable a contributor to submit proposals and changes to the Library of Congress. This packet is a printed version similar to the instructions visible on the PCC Website. Participants should have access to the online Library of Congress authority files, both for name authorities and subject authorities. In support of their contributions, participants are expected to use the following publications that are available from the Cataloging Distribution Service of the Library of Congress:

For subject headings, current editions of:

* Library of Congress Subject Headings

* SUBJECT CATALOGING MANUAL: Subject Headings

* FREE-FLOATING SUBDIVISIONS: An Alphabetical Index

For classification numbers:

* SUBJECT CATALOGING MANUAL: Classification

* Library of Congress Classification Schedules
(including the full run of Additions and Changes; or, one
of the commercially available versions of the schedules)

SUBMISSION OF PROPOSALS

Participants may submit proposals using either an online proposal form available on the PCC Website, or by using a paper form available from the Library of Congress. Proposals should follow appropriate and current rules and policies stated in the Subject Cataloging Manual. Proposals are reviewed for editorial consistency by staff at the Library of Congress and, once reviewed, become part of LCSH or the Library of Congress Classification schedules. In order to maintain familiarity with the provisions of the Subject Cataloging Manual and the practice of submitting heading and classification proposals, it is assumed that SACO participants will submit proposals on a regular basis.

TRAINING

SACO participants are encouraged to attend subject cataloging workshops as they are offered by the Library of Congress either in conjunction with library-related meetings or conferences, or as part of the Program for Cooperative Cataloging (PCC).

INFORMATION

Participants are encouraged to view the SACO home page occasionally for newly-posted documents, including a SACO FAQ, SACO workshop notices and registration, announcements about changes in policy, and links to the weekly lists of tentative and approved subjects. The Cooperative Cataloging Team may also be reached via email at: SACO@loc.gov

INSTRUCTION SHEETS FOR NEW OR CHANGED SUBJECT HEADINGS

H 187 **When** to establish a new topical heading

H 193 **Changing** an existing **heading** or deleting a subject authority record

H 194 Providing for geographic subdivision of existing subject headings

H 195 **Changing references** in subject authority records

H 196 **Changing class numbers** in subject authority records

H 200 Preparation of subject heading proposals

H 202 Authority **research** for subject heading proposals

H 203 **Citation** of sources

H 205 Establishing new subdivisions having general application

H 250 Music heading authority records

H 306 Natural language in topical subject headings

H 310 (...) and (...) headings

H 315 Foreign terms

H 320 Headings qualified by nationality, ethnic group, language

H 351 Ethnic qualifiers

H 357 Parenthetical qualifiers in subject headings

H 360 (...) as (...) headings

H 362 **Free-floating** terms and phrases

H 364 Authorization for geographic subdivision

H 365 Library of Congress Classification numbers in subject authority records

H 370 Broader terms; Narrower terms; Related terms

H 373 Used for references

INSTRUCTION SHEETS FOR CLASSIFICATION NUMBERS AND CUTTERS

F 50 Classification proposals

SAMPLE MANUAL SUBJECT PROPOSAL FORM

SUBJECT AUTHORITY   PROPOSAL FOR NAR ○

FIXED FIELDS		001	100 Personal 110 Corporate body	130 Uniform title 150 Topical 151 Geographic

2. i May Subd Geog
  - Not Subd Geog
  ¦ No decision
	23. WL		1XX HEADING	PF
				Subd
				New

13. b Children's heading				
29. c Coop. cat	31. PRTY 1		053 LC Classification Number	
040 _____ ╪DLC				

CONTROL DATA					4XX UF
		e	n		
n	n			n	
n	n			n	
n	n			n	
n	n			n	
n	n			n	
BT = g	RT = n				5XX BT/RT
g		n	n	n	
n		n	n	n	
		n	n	n	
		n	n	n	

Cataloger's code/date	Reviser's code/date Subj Pol pre-approval

260 GENERAL SEE REFERENCE USE	360 GENERAL SEE ALSO REFERENCE SA
681 Example under reference from	680 SCOPE NOTE Here are entered works on
670 SOURCES FOUND Work cat.:	
	681 Note under
	952 CATALOGER'S PERMANENT NOTE(S) _____ bib. record(s) to be changed o Made for existing bibliographic records o LC pattern o Requested by o Prompted by Other:
675 SOURCES NOT FOUND	979
	969 SHORT TERM TEMPORARY (NOTES)
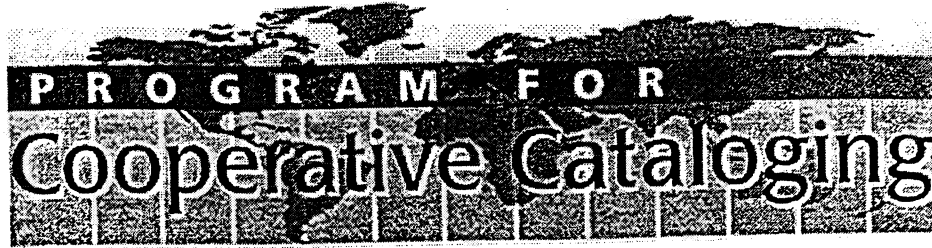
SUBJECT AUTHORITY PROPOSAL FORM

Complete and mail to the Internet address: saco@loc.gov or print, complete, and fax to: 202.707.2824
(For instructions on filling in form see: Guidelines for formulating LC Subject Heading proposals)

008/06: (Direct or indirect geographic subdivision)

_____ (May Subd Geog) _____ (Not Subd Geog) _____ (No Decision)

008/39: (Cataloging source): c

040: _____$b eng $c DLC

053 : _____

1_____: _____

4_____: _____

4_____: _____

4_____: _____

5_____ (BT): _____

5_____ (BT): _____

5_____ (RT): _____

670 Work cat.:_____

670 (Sources found) :_____

670 (additional "Sources found" to justify hdg or
x-refs)_____

675 (Sources not found) : _____

680 Here are entered works on _____

_____

781 (Geographic subdivision):$z_____$z_____

667 (Note field):_____

952 : ..... bib. records to be changed

952: LC pattern or SCM Memo: _____

953 : yz00

Submitted by_____

e-mail/phone:_____

Go to:
Program for Cooperative Cataloging Home Page
Library of Congress Home Page

Library of Congress
Comments: lcweb@loc.gov
(05/01/00)

THINGS TO REMEMBER WHEN SUBMITTING A SUBJECT HEADING PROPOSAL

MAKE SURE THAT:

Proposed heading does not duplicate an existing heading or reference, has not already been established in another form, or is not covered by a free-floating construction.

CHECK TO ASSURE THAT:

A value has been provided for in FIXED FIELD box 2 [may subd. geog] or [not subd. geog]

FIXED FIELD box 29 has been coded "c" to denote cooperative library

MARC identification code (NUC) symbol of contributing library is provided in 040.

The work generating the proposal is cited as the 1st 670 (repeat the proposed heading in the 670 if necessary)

Additional authority information has been provided (670s or 675 to show research)

Relevant LC pattern provided (952) or SCM memo cited.

CHECK REFERENCES TO ASSURE THAT:

Required pattern references have been made (un-inverted if hdg. inverted)

Proposed 4XXs do not conflict with existing headings

5XXs are labelled BT (subfield w gnnn) or RT (subfield w nnnn)

Assure that 5XXs are currently valid headings in the subject authority file **OR**

For each 5XX **not** currently established in the subject authority file an additional subject proposal accompanies the original proposal

For each related term (RT) 5XX a subject change proposal must accompany the original proposal with the instruction to ADD the proposed heading as a related term

When establishing a new heading that is an intermediate term in a hierarchy, remember to add the new heading as a BT to any existing narrower headings

AUTHORITY RESEARCH CHECKLIST

USE AUTHORITY CITATIONS for:

All concepts of the type usually found in general references sources (e.g., Web. 3, OED). Cite them in either the 670 **[sources found]** or the 675 **[sources not found]** block.

For topics limited to a specific discipline, authorities cited should be specific to the field (cf. H 203).

Authorities cited should apply specifically to the proposed heading as a whole not just to one word or element.

All concepts being **newly established as headings** (patterns may be cited in addition but not in lieu of authorities).

USE OF PATTERNS:

Patterns should only be cited to substantiate:

1. A topic with an adjectival qualifier (to demonstrate that the heading in question has been analogously qualified and that the qualifier has been used

Proposed hdg: 150 ## Propaganda, Zimbabwean
952 **LC Pattern:** Propaganda, West German and Poets, Zimbabwean

2. When establishing a non-free-floating subdivision

Proposed hdg: 150 ## Church buildings--Remodeling for other use
952 **LC Pattern:** Service stations--Remodeling for other use

3. When establishing a "... and ..." or "... in ..." headings or headings always constructed according to a standard pattern

Proposed hdg: **150 ##** National characteristics, Brazilian, in literature
                       952   **LC Pattern:** National characteristics, Latin American, in literature

4. When establishing a heading with a parenthetical qualifier

Proposed hdg: **150 ##** Cheesecake (Cookery)
                       952   **LC Pattern:** Brownies (Cookery)

REMEMBER:

Patterns may be cited only to demonstrate previous usage of the qualifier, **NOT** in lieu of appropriate authority for the substantive portion of the heading.

Patterns should be truly analogous.

Proposed hdg: **150 ##** Australia in motion pictures
                       952   **LC Pattern:** Great Britain in motion pictures
                Not: 952   LC Pattern: Lesbian vampires in motion pictures

It is not necessary to cite patterns for changes.

Be wary of citing older subject headings as patterns (esp. sh85 prefixed hdgs.)

Other than in the 4 cases above, it is not necessary to cite patterns at all -- cite the SCM memo instead!
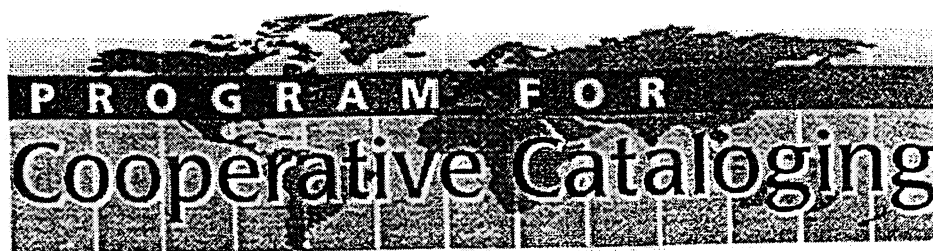
Guidelines for formulating LC Subject Heading proposals

These instructions are to be used when filling in the <u>Subject Authority Proposal Form</u> found on the SACO homepage.

008/06: Geographic subdivision:

- _____ **May Subd Geog**
- _____ **Not Subd Geog**
- _____ **No Decision**

Most headings should be authorized to be divided geographically unless they are inherently geographic in nature and MARC-tagged as a 151 or they represent abstract concepts with no geographic orientation. If the new heading should be divided geographically, place an X on the **May Subd Geog** line. Should you be unable to determine the appropriate response, please leave this field intentionally blank. For further guidance please refer to LC Subject Cataloging Manual (SCM) **H 194** and **H 364.**

040: Requestor's MARC 21 identification code:_____

Please enter the institution's MARC 21 identification code (formerly NUC symbol/USMARC code).

053: Library of Congress Classification Number

Many headings do not require a 053. For guidance on when to add the 053 field and whether the number needs a qualifier, please refer to SCM **H 365.**

HEADING 1XX: _____

Indicate the proposed heading in this area. Proposing a subject heading for inclusion in LCSH must be supported by adequate, appropriate authority research demonstrating clear preference for the proposed form. Cite reference sources in which supporting information was found in **670s**. When in doubt, contact the Cooperative Cataloging Team.

4XX: Cross-References (or Used For references (UF))

For guidance in which form and how references should be constructed, please refer to SCM **H 195** and SCM **H 373**. Please cite sources in the 670 field for each additional UF reference.

5XX: Broader Term (BT) & Related Term (RT) References

For guidance on how to determine an appropriate BT, please refer to SCM **H 370.**
For guidance on how to determine if headings qualify to be related term references, please refer to SCM **H 370.**

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670: Source Citations

Provide the title of the item being cataloged (work cat) which prompted the need for the subject heading as the first 670. Should the heading itself not be found in the title, indicate where in the item the term, concept, name, etc. was found and if possible a sentence or two from the item describing or explaining the heading in question. Cf. SCM **H 200**, **H 202**, and **H 203**.

"It is seldom acceptable to cite only the work cataloged as authority for a new concept, except in the case of certain named entities such as obscure archaeological sites, brand name products, computer languages, etc. Although the concept may have been found only in the work being cataloged, other sources appropriate to the subject area in question should be cited to demonstrate that the concept was properly investigated."

--Quoted from memo **H 202**, *Subject Cataloging Manual: Subject Headings*

675: Sources not found

Cite the titles of sources that were consulted but in which **no** information about the heading or its references was found.

680: Scope Notes

Include in this area the text of a note to define or limit the use of a particular heading.
For guidance on drafting a scope note, please refer to SCM **H 400**.

781: Geographic subdivision

If the 1XX is a 151, supply a 781 field according to SCM **H836**. Note that when the 781 field is not appropriate for a heading coded 151 (e.g., when the headings is a celestial body or a geographic entity in a city; cf. SCM **H836**) **supply a 667 field** with this note: This heading is not valid for use as a geographic subdivision.

952: Bib records to change

Optional field. Coop team will complete

952: LC pattern or SCM Memo

Supply the number of the SCM memo on which the 1XX was based (e.g., if 1XX is for a fictitious character cite: SCM H1610) When using patterns supply only those called for by SCM **H202**

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LC SUBJECT HEADING CHANGE GUIDELINES

These instructions are to be used when filling in the LCSH Authority Record Change Proposal Form found on the PCC homepage

Requestor's MARC 21 identification code:_____

    Please enter your institution's MARC 21 code (formerly NUC symbol or USMARC code).

Record Control Number 010: sh_____

    Please enter the subject authority record control number as it is found in the 001 field of the authority record.

Geographic subdivision 008/06 _____ i = May Subd Geog

    If the heading should be divided geographically, enter an X. If you are unable to determine this or think that the heading should not be divided geographically, do nothing to this field. (cf. SCM H 194 and H 364)

Library of Congress Classification Number 053: add:_____ change:_____
delete:_____

- If the change involves adding a number to an existing authority record, indicate the number in the area provided.
- If the change involves modification of an existing number, indicate the correction in this area.
- If the change involves deleting a number, indicate that number in the area provided. For further guidance on when to add, delete or change the 053 field, please refer to SCM H 196.
- Guidance on when to assign and when not to assign a number to a heading, please refer to SCM H 365.

CHANGE OF HEADING 1XX: change
to:_____

    Indicate the new form of heading in this area.

NOTE: Because changing the 1XX field of a subject heading may involve significant work on maintenance of the bibliographic and authority files both at the Library of Congress, and in other libraries, a cataloger should consider the impact of such a change and be judicious in recommending one. Changing the 1XX field of a subject heading means also changing all occurrences of that subject heading in other authority records (e.g., use as BT references, appearance in scope notes, use with subdivisions, etc.). Changing the 1XX field of a subject heading must be supported by adequate, appropriate authority research demonstrating clear preference for the proposed form. Cite references in

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670s. When in doubt, contact the Cooperative Cataloging Teams.

Changes to Cross-References 4XX: add:_____ 4XX: change:_____ 4XX: delete:_____

- Indicate references to be added, changed, or deleted in the area provided.
- For further guidance in which form and how references should be constructed, please refer to SCM H 195 and SCM H 373.
- Please cite sources in the 670 field for each additional UF reference.

Broader Term (BT) & Related Term (RT) References 5XX: add:_____ 5XX: change:_____ 5XX: delete:_____

- Indicate broader term and related term references to be added, changed, or deleted.
- For further guidance on how to change a BT for a subject heading, please refer to SCM H 195.
- For further guidance on how to determine an appropriate BT, please refer to SCM H 370.
- For further guidance on how to determine if headings qualify to be related term references, please refer to SCM H 370.

Source Citations 670: add:_____

- Include in this area, citations to reference works and information to justify the heading or references being added, changed, or deleted.
- Please cf. SCM H 200, H 202, and H 203.

Scope Notes 680: add:_____

- Include in this area the text of a note to define or limit the use of a particular heading.
- For further guidance on drafting a scope note, please refer to SCM H 400.

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P · R · O · G · R · A · M   F · O · R

Cooperative Cataloging

LC SUBJECT HEADING CHANGE PROPOSAL FORM

Fill in and e-mail to: SACO@loc.gov; refer to LC Subject Heading Change Guidelines for help when filling in this form.

LCSH Authority Record Change Proposal

Requestor's MARC 21 identification code:_____

Record Control Number 010: sh_____

Geographic subdivision (008/06): _____ i = May Subd Geog

Library of Congress Classification Number

053: add:_____

053: change to:_____

053: delete:_____

CHANGE OF HEADING:

1XX: change to:_____

Changes to Cross-References:

4XX: add:_____

4XX: change to:_____

4XX: delete:_____

Broader Term (BT) & Related Term (RT) References:

5XX: add:_____

5XX: change to:_____

5XX: delete:_____

Source Citations:

June 2000

670: add:_____

670:_____

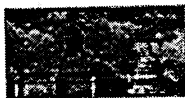675:_____

Scope Notes

680: add:_____
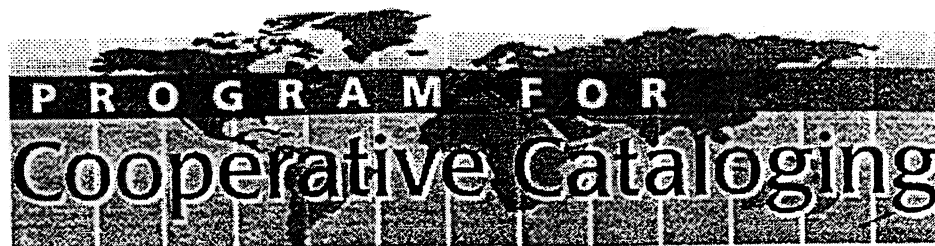
781: add:$z_____$z_____

Submitted by: _____

e-mail/phone:_____

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Library of Congress
Comments: lcweb@loc.gov (05/05/00)

PROGRAM FOR Cooperative Cataloging

Library of Congress Classification Proposals

The Subject Authority Cooperative Program (SACO) now has available an online form that will facilitate the submission of proposed LC classification, numbers for inclusion in the LC Classification Schedules. This is an attempt to expedite the growing number of submissions for classification numbers by cooperating libraries. To use this form, view it, print it, fill it in, and fax it to the Cooperative Cataloging Cataloging Team at (202) 707-2824.

Concise guidelines and examples for filling out the form are also available. These instructions and examples will help the cataloger complete the proposal form. However, please refer to the LC Subject Cataloging Manual (SCM): Classification, F 50, for a thorough explanation of the classification proposal process and instructions for completing the form. For those classification proposals that appear to involve major or complex development, it is advisable to discuss the development with the Coop liaison or to send an explanatory email message with the proposal.

The Cooperative Cataloging Team encourages experimentation with this form and requests that any recommended changes for its improvement be sent to the saco@loc.gov address.

If it is not possible for you to use this form please contact the Cooperative Cataloging Team by email at: saco@loc.gov and a printed form will be faxed to your institution for your use.

Thank you for submitting new classification number proposals and proposed changes to the existing classification schedules. Your suggestions and contributions will improve and make more comprehensive the Library of Congress Classification Schedules.

Instructions for Filling In the LC Classification Proposal Form

(For complete instructions see SCM, F50)

Filling in the boxes at the top of the form:

In the box labelled: Class Letters:
    Fill in the LC classification letters of the schedule to be added to or amended
In the box labelled: Page
    Fill in the page number of the most current LC classification schedule where the proposed number is to be added. Do not use page numbers from commercially issued editions, such as Gale.
In the box which contains the notations: No Book; Book; NOL; COOP
    Circle COOP
In the box labelled: Pattern
    Fill in with an existing classification number that is identical or similar to the new proposal in either terminology or location of the caption(s) in relation to surrounding lines.
    Citing a pattern helps to justify the development of new numbers. (cf. SCM F50 p. 2)
In the box labelled: Better
    Do nothing; the LC reviewer will fill in as appropriate

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Filling in the body of the form:

In the column below the box labelled: Class Number
   Fill in the "anchor point" or existing LC classification no. to show the location and alignment of the proposed new or changed number will fit.
   Put brackets around this anchor point number to indicate that it already exists in the schedule. When proposing a new whole classification number, use another whole number as the anchor point. (The anchor point number used may be either the whole number that precedes the proposed number or the whole number that follows the proposed number.)
In the column below the box labelled: Decimal
   Fill in with the number "anchor point" (if any) to "pinpoint" the exact location within the schedule where the new or amended decimal number should be placed.
   Remember to bracket the decimal number if it is being used to show placement. Enter the proposed number on a separate line, placing it relative to the anchor point that has been used.
In the column below the box labelled: Cutters, Captions, Notes
   Enter the proposed Cutter, caption or note or any change to an existing caption or note in this area. Place an asterisk before a changed caption or note.
   Detailed formatting is not required, but there should be a clear indication of indentation.

Filling in the boxes at the bottom of the form

In the box labelled Work Cat:
   Give citation of the item generating the proposal
In the boxes labelled: For Classification Editorial Use; Weekly list no.; Quarterly no.
   Do nothing; these are for use of the Classification Editorial staff.
In the box labelled: Coop Library code
   Fill in the USMARC code of your institution.
In the box labelled: Coop Cat code
   Do nothing; the LC cataloger who reviews your proposal will fill in.
In the box labelled: CPSO notes
   Do nothing.

Examples of completed LCC proposal forms:

   1. Proposal form for a new Cutter number
   2. Proposal form for a number that includes a decimal portion

LC Classification Proposal Form

By clicking on the link to the proposal form, a graphic will be displayed. This is the item for you to print and fill out as instructed above.

Program for Cooperative Cataloging Home Page

Library of Congress Home Page

Library of Congress
Comments: lcweb@loc.gov (09/17/96)

LC CLASSIFICATION PROPOSAL FORM

Copy, complete, and fax to: Coop Cat (202) 707-2824

CLASS LETTERS: TP	PAGE: 315	No Book Book NOL (COOP)	
		Pattern:	Better:
CLASS NUMBER:	**DECIMAL:**	**CUTTERS, CAPTIONS, NOTES:**	
[372	.55	Special reactions, A-Z] .E Enzymatic browning	

FOR SUBJECT EDITORIAL USE:

	Weekly list no.:
	Quarterly no.

Coop Library Code: CSfA	Coop.Cat code:	CPSO notes:

LC CLASSIFICATION PROPOSAL FORM

Copy, complete, and fax to: Coop Cat (202) 707-2824

CLASS LETTERS: Z	PAGE: 35	No Book	Book	NOL	(COOP)	
		Pattern: HD30.37			Better:	

CLASS NUMBER:	DECIMAL:	CUTTERS, CAPTIONS, NOTES:
[695]		
	.24	Computer network resources including the Internet
	[.27	Graphic materials]

FOR SUBJECT EDITORIAL USE:

	Weekly list no.:
	Quarterly no.

Coop Library Code: CSfA	Coop.Cat code:	CPSO notes:

LC CLASSIFICATION PROPOSAL FORM

Copy, complete, and fax to: Coop Cat (202) 707-2824

CLASS LETTERS:	PAGE:	No Book Book NOL COOP	
		Pattern:	Better:
CLASS NUMBER:	DECIMAL:	CUTTERS, CAPTIONS, NOTES:	

WORK CAT:

For Classification Editorial use:	Weekly list no.:
	Quarterly no.

Coop Library Code:	Coop.Cat code:	CPSO notes:

INFORMATION SOURCES FOR COOPERATIVE CATALOGING

Program for Cooperative Cataloging (PCC) web site:

http://lcweb.loc.gov/catdir/pcc/

LCCN   (Library of Congress Cataloging Newsline)

Send message: subscribe lccn John Doe
to: listserv@loc.gov

CONSRLIN (CONSER Electronic Newsline)

Send message: subscribe consrlin Jerry Doe
to: listserv@loc.gov

PCClist   (Program for Cooperative Cataloging general news for participants)

Send message: Please subscribe Jane Doe [Jane's email address] to PCClist
to: Coop team liaison/team leader (email addresses on web site)

SACOlist   (Subject Authorities program general news for participants)

Send message: Please subscribe Judy Doe [Judy's email address] to SACOlist
to: Coop team liaison/team leader (email addresses on web site)

DUPLICATE SUBJECT AUTHORITY RECORDS TO BE DELETED

Because of requests from subscribers who wish to combine name and subject authority records in a single file, subject authority records for headings that are more accurately name authority records will not be created by the Library of Congress after December 31, 1994. In the past, these records were necessary in order to provide a complete hierarchy. Examples of such headings are personal names, (e.g., Faulkner, William, 1897-1962); jurisdictions, (e.g., Wisconsin); and organizations, (e.g., Harvard University).

In addition, special projects will be initiated, as time permits, to delete those subject authority records already created for which name authority records also exist. The control number for the deleted subject authority record will be entered in field 010 $z of the name authority record.

This change in practice will result in clearer delineation between the two files and eliminate unnecessary duplication.

Heading—subdivision records properly belong in the subject authority file. These entries will remain and continue to be established.

Any questions about this change in practice may be directed to:

Cataloging Policy and Support Office
Library of Congress
Washington, D.C. 20540-4305
Phone: (202) 707-4380
Fax: (202) 707-6629
Internet: cpso@mail.loc.gov

DECEMBER 1994

For more information about LC's MARC Distribution Services, contact:
Library of Congress ■ Cataloging Distribution Service ■ Customer Services Section
Washington, DC 20541-5017 USA ■ Phone: (202) 707-6100 ■ Fax: (202) 707-1334
TDD number: (202) 707-0012 ■ Internet: cdsinfo@mail.loc.gov

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The following conventions will apply to catalogers at LC.

1) Monographic IAMM records will reside on the Computer Files database and will follow the computer files format. These records will be created by the Computer Files Team, Special Materials Cataloging Division.

2) Serial IAMM records will reside on the Serials File. These records will be created by staff in the Serial Record Division.

3) As they are encountered, any older records for IAMM should be revised and brought into conformity with the new guidelines.

<div style="border:1px solid black; text-align:center;">SUBJECT CATALOGING</div>

SUBDIVISION SIMPLIFICATION PROGRESS

Since the Subject Subdivisions Conference took place at Airlie House, Virginia, in May 1991, progress continues to be made in simplifying subdivisions in the Library of Congress Subject Headings system. On Weekly Lists 94-31 to 94-42, changes were made in the following areas:

Recommendation #1. Toward achieving the recommended standard order of [topic]—[place]—[chronology]—[form] in LC subject heading strings, new topical subdivisions for which geographic orientation is logical are now established with the designation *(May Subd Geog)*. On a case-by-case basis, subdivisions not previously divided by place are being authorized for geographic subdivision. Thirteen subdivisions not previously divided by place, including ten free-floating subdivisions listed below, were authorized for geographic subdivision during this period.

Recommendation #6. During the third quarter of 1994, progress in simplifying subdivisions was made in the following areas:

1) *Cancellation of subdivisions that represent the same or similar concepts in different forms:*

The subdivision —Rules for classification and construction, which was established under the headings Ships; Bulk carrier cargo ships; Diving bells; Manned undersea research stations; and Oceanographic submersibles, was cancelled and replaced by the standard free-floating subdivision —Standards under those headings.

The subdivision —Transportation supplies and stores, which was established under United States. Army and on the list of free-floating subdivsions used under individual military services, H 1159, was cancelled and replaced by —Transportation—Equipment and supplies. The subdivision —Equipment and supplies is a standard free-floating subdivision.

2) *Subdivisions replaced by phrase headings:*

Five subdivisions were cancelled and replaced by phrase headings during this period.

The subdivision —Bulletin boards, which was established under the heading Christian education, was replaced by the heading Bulletin boards in Christian education.

The subdivision —Deductions and its further subdivisions, which were established under the heading Income tax, were cancelled and replaced by headings of the type: Income tax deductions; Income tax deductions for charitable contributions; Income tax deductions for taxes; etc.

The subdivision —Experimental areas, which was established under the headings Forests and forestry and Watersheds, was discontinued in favor of Experimental forests and Experimental watershed areas.

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Above, the interior of the dome of the Main Reading Room of the Library of Congress

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WASHINGTON, D.C. 20540
(202) 707-5000

Comments: lcweb@loc.gov
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for Researchers, Libraries, and the Public

http://lcweb.loc.gov/library/

Library of Congress Online Catalog - Other Libraries' Online Catalogs
Other LC Research Tools - Explore the Internet - LC Publications

SERVICES
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for Publishers
for K-12 Educators
for Blind & Physically Handicapped
for Federal Libraries & Info Centers
Global Legal Information (GLIN)
Center for the Book
Photoduplication Service
Cataloging Distribution Service

COLLECTIONS
About the Collections
Reading Rooms & Centers
Library Maps & Floor Plans
Digital Collections & Programs
Acquisitions
Cataloging
Interlibrary Loan
Preservation
Standards
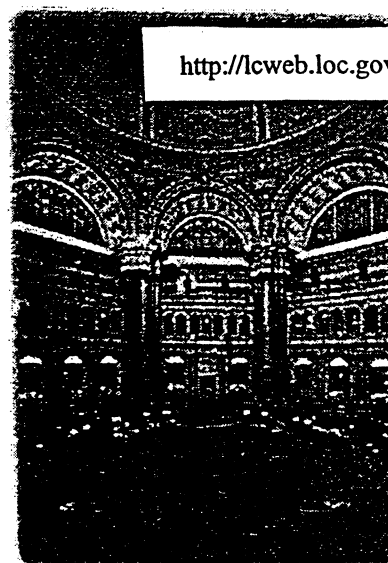
The Main Reading Room of The Library of Congress

Library of Congress Update for ALA Annual Conference '99

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PROGRAM FOR Cooperative Cataloging

For more information about PCC programs, click on the name below:

BIBCO | CONSER | NACO | SACO

About the **Program for Cooperative Cataloging (PCC)**
[Para información sobre el PCC en Español pulse aquí]

What's *new* with the Program for Cooperative Cataloging:

PCC Survey on national-level series treatment policies and practices
PCC Participants Meeting summary report ALA Annual, June 1999
LC-ILS implementation and PCC participants
Article from RLIN Focus newsletter on how Authority Assistant Saves Time for Catalogers, Wins Over Skeptics DISCLAIMER
Information on the ALCTS/PCC Cataloging Now! workshops DISCLAIMER

Program for Cooperative Cataloging organization
PCC Policy Committee, Steering Committee and Advisors
Standing Committees on Automation, Standards, and Training

Program for Cooperative Cataloging governance and information
Governance Document
Strategic Plan
Tactical Plan to support the PCC Strategic Plan
Annual report of the PCC
PCC Calendar
PCC Funding structure summary
PCC Liaisons list
PCC Membership benefits list
PCC Name Use policy document
Update on PCC record exchange
PCC Values statement

Program for Cooperative Cataloging statistics
Online statistics for the PCC for BIBCO, CONSER, and NACO
Graphs of statistics of the PCC through fiscal year 1998, containing graphs of NACO growth, new name authorities, new series authorities, new subject proposals, and NCCP/BIBCO records contributed

Archived documents and reports from various PCC groups and meetings, etc.

go to:

LIBRARY OF CONGRESS ONLINE CATALOG

The **Library of Congress Online Catalog** (http://catalog.loc.gov/) is a database of approximately 12 million records representing books, serials, computer files, manuscripts, cartographic materials, music, sound recordings, and visual materials in the Library's collections. The Online Catalog also provides references, notes, circulation status, and information about materials still in the acquisitions stage. **Text-only users**, please see special information on an alternative interface for the online catalog. Telnet access is not available.

Search the Online Catalog

Hours: 24 hours a day, seven days a week *
* Maintenance and updates are done during the late evening
and early morning hours, during which time some features may not be available.

Alternative Interface for the Online Catalog

Note: The alternative Web interface provides access to the Library's bibliographic files but does not provide the following information and features found in the primary Web interface described above:

- availability and location(s) in the Library for materials
- circulation status of any item
- number of copies available
- ability to limit searches by date, language, material type, country of publication, etc.

In addition, the alternative Web interface works well with text-based browsers (e.g., Lynx), whereas, the primary Web interface to the online catalog (described above) does not.

Z39.50 Gateway to the Online Catalog

Simple Search	**Advanced Search**	**Phrase Search**
any keyword	multiple terms using Boolean operators	left-anchored, exact phrase

Hours: 24 hours a day, seven days a week *
* Maintenance and updates are done during the late evening
and early morning hours, during which time some features may not be available.
This service is currently limited to 250 simultaneous users.

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Library of Congress
Comments: lcweb@loc.gov (04/13/2000)

About This Catalog

> The Library of Congress Online Catalog is a database of records representing the vast collection of materials held by the Library. In addition to these records, the Online Catalog provides cross-references, notes, and circulation status, as well as information about Library materials still in the acquisitions stage.

Scope of the Online Catalog

The Library of Congress Online Catalog contains approximately 12 million records representing books, serials, computer files, manuscripts, cartographic materials, music, sound recordings, and visual materials. The Catalog also displays searching aids for users, such as cross-references and scope notes. The catalog records reside in a single integrated database; they are not separated according to type of material, language of material, date of cataloging, or processing/circulation status.

As an integrated database, the Online Catalog includes 3.2 million catalog records from an earlier database. These catalog records, primarily for books and serials cataloged between 1898 and 1980, are being edited to comply with current cataloging standards and to reflect contemporary language and usage. The legend **[from old catalog]** indicates that the headings may deviate from current Library of Congress cataloging policy. For a complete search of books and serials cataloged prior to 1980, researchers onsite at the Library should also use the Main Card Catalog.

Many items from the Library's special collections are accessible to users but are not represented in this catalog. In addition, some individual items within collections (microforms, manuscripts, photographs, etc.) are not listed separately in the Catalog, but are represented by collection-level catalog records.

The Catalog includes romanized records for Chinese, Japanese and Korean language material cataloged since 1984, Hebrew and Yiddish cataloged since 1988, and Arabic and Persian cataloged since 1991. These catalog records appear in the Library of Congress Online Catalog in the roman alphabet and with English language subject headings. In the future, the Online Catalog may display catalog records in the scripts used by these languages.

Library Holdings, Location, and Status Information

Each catalog record indicates where onsite users should request Library materials. Other users should consult the Interlibrary Loan policy for the Library of Congress. Records in the Online Catalog will generally indicate that the Library holds one copy of a work, even though additional copies may actually be available in the Library's collections. Library staff will begin entering information about additional copies in the near future. The Library will also be incorporating more detailed information about serials holdings, indicating which issues are available and where they should be requested.

In addition to holdings and location information, the catalog record supplies information on the circulation status of library materials. Initially, some circulation information may not be complete, since many materials in the Library (including many special collections materials) are not handled by the circulation system at this time.

Catalog users should consult reference staff if they have questions about holdings or the circulation status of any materials.

Other Databases and Electronic Research Tools

In addition to the Library of Congress Online Catalog, users have access to recent issues of the Handbook of Latin American Studies (HLAS). HLAS is accessible by selecting the [Databases] button from the top button bar on most Catalog screens. Other electronic research tools, some of which provide supplementary access to the Library's collections, can be found on the Library of Congress Web Site.

Special Notes for Libraries and Librarians

There are several notable features and changes important to librarians using the Library of Congress Online Catalog:

- Name and Subject Authority records cannot be directly searched or retrieved in the new Online Catalog. However, the Catalog provides information from authority records by means of cross references (marked with the [MORE INFO] icon) or scope notes (marked with the [MORE INFO] icon) which can be accessed from the Headings List produced by using the Subj-Name-Title-Call # search method.

- MARC 21 is the Online Catalog's content designation standard, including a number of locally defined fields.

- Searching by Library of Congress Control Number (LCCN) is only available using special index codes in Guided Keyword or Command Keyword search methods.

- It is not possible to store search results sets for further manipulation; however, searches may be refined and combined using the Guided Keyword and Command Keyword search methods.

- An online guide to Command Keyword Index Codes is available.

- CONSER (Cooperative Serials Cataloging Program) records of other institutions cannot be searched or retrieved in the new Online Catalog; only those serials the Library has acquired and continues to acquire are available.

Go to > Help Contents > Searching Overview > New Search

Library of Congress
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The LIBRARY of CONGRESS
Cataloging Policy &
Support Office

Announcements - About the Cataloging Policy and Support Office -
Cataloging Tools and Documentation -
Library of Congress Subject Headings Weekly Lists -
Library of Congress Classification - Cataloging Policy Papers and
Reports

NEW! The Latest News from CPSO NEW!
Draft of Subclasses KBR (History of Canon Law) and KBU (Law of
the Roman Catholic Church. The Holy See)
LC Discontinues "In-Process" Record Distribution
LCRI 6.5B1 Extent of Item (Including Specific Material Designation)

Draft LCRI 24.7B Conferences, Congresses, Meetings, etc. -
Additions
LC ILS and NACO Requirements for Reporting of Bibliographic File
Maintenance
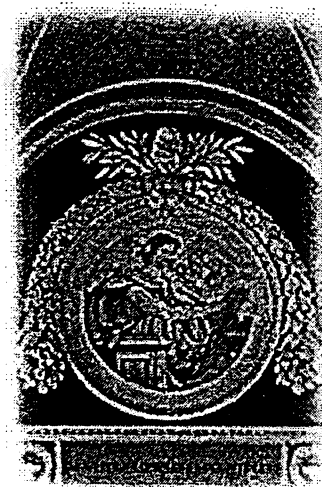
*Circular Painting
Representing Wisdom
Jefferson Building*

The Cataloging Policy and Support Office's mission is to provide leadership in the creation and
implementation of cataloging policy within the Library of Congress and in the national and international
library community; support the effectiveness of the cataloging staff at the Library of Congress through
guidance, advice on cataloging policy and maintenance of bibliographic, authority, and classification
records; develop and support national and international standards for structure and content of
bibliographic, authority, and classification records through cooperative endeavors.

Announcements

- LC Discontinues "In-Process" Record Distribution
- Draft LCRI 1.11A Non-microfilm and Electronic Reproductions
- Draft LCRI 6.5B1 Extent of Item (Including Specific Material Designation)
- Draft LCRI 24.7B Conferences, Congresses, Meetings, etc. - Additions
- Uniqueness of Call Numbers Assigned by the Library of Congress
- Revisions in Cataloging of Art Materials - Comments Invited
- Draft Interim Guidelines for Cataloging Electronic Resources
- LC ILS and NACO Requirements for Reporting of Bibliographic File Maintenance
- Pinyin Conversion Project
- Chinese Conventional Place Names
- "DPCC" Approved for Use in Series Authority Records
- LC To Implement Core Level Cataloging
  - Announcement
  - Descriptive Cataloging Manual B16 (Core Level Cataloging) and Appendices
  - Descriptive Cataloging Manual C1 (Cataloging Priorities and Levels of Cataloging)
- Authority Data Elements Implementation
- Subdivision Authority Records (18X)
- Implementation of Change in Indicator Value for Multiple Surnames in MARC 21
- Democratic Republic of the Congo
- Hong Kong (China)
- Macau (China : Special Administrative Region)

About the Cataloging Policy and Support Office

- How to Send Queries to CPSO
- CPSO Annual Report for Fiscal Year 1998

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Cataloging Tools and Documentation

- MARC Code List for Languages
- Guidelines for Applying the Language Code for Sign Languages
- Current Library of Congress Rule Interpretations
- How to Search Geographic Names Online in GNIS and GEOnet
- Cataloging Distribution Service (CDS) Publications

Library of Congress Subject Headings Weekly Lists

- About the Weekly Lists
- 2000: List 22 (June 7) ▼ Go

Library of Congress Classification

- Library of Congress Classification Outline
- Draft of Subclasses KBR (History of Canon Law) and KBU (Law of the Roman Catholic Church. The Holy See) - Comments invited
- Library of Congress Implements New Standardized Form Division Tables for K Classification Schedules
- Subclasses JZ and KZ (International Relations and Law of Nations)
- Library of Congress Classes JZ and KZ: Historical Notes and Introduction to Application - Errata
- Subclass HM (Sociology))
- Subclass ZA (Information Resources)

Cataloging Policy Papers and Reports

- Pinyin Romanization: New Developments and Possibilities, by Philip Melzer
- Library of Congress Control Number (LCCN)--Restructuring to Accommodate Century Change

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- Library of Congress Home Page

 Library of Congress
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Library Services Organization

Library of Congress

Associate Librarian for Library Services

Integrated Library System Program

Director for Acquisitions
- Acquisitions Fiscal Office
- African/Asian Acquisitions & Overseas Operations Division
- Anglo/American Acquisitions Division
- Copyright Acquisitions Division *
- European/Latin American Acquisitions Division
- Serial Record Division

Director for Operations
- Administrative Teams
- Automation Planning & Liaison Office
- Network Development & MARC Standards Office
- Technical Processing & Automation Instruction Office

Director for Cataloging
- Arts & Sciences Cataloging Division
- Cataloging in Publication Division
- Cataloging Policy & Support Office
- Decimal Classification Division
- History & Literature Cataloging Division
- Regional & Cooperative Cataloging Division
- Social Sciences Cataloging Division
- Special Materials Cataloging Division

Director for Preservation
- Binding & Collections Care Division
- Conservation Division
- Photoduplication Service
- Preservation Reformatting Division
- Preservation Research & Testing Division

Director for Public Service Collections
- American Folklife Center
- Children's Literature Center
- Collections Management Division
- Geography & Map Division
- Humanities & Social Sciences Division
- Loan Division
- Manuscript Division
- Music Division
- Prints & Photographs Division
- Science & Technology Division
- Motion Picture, Broadcasting & Recorded Sound Division
- Rare Book & Special Collections Division
- Serial & Government Publications Division

Director for Area Studies Collections
- African & Middle Eastern Division
- Asian Division
- European Division
- Federal Research Division
- Hispanic Division
- Office of Scholarly Programs

Director for National Services
- Cataloging Distribution Service
- Center for the Book
- Federal Library & Information Center Committee
- Interpretive Programs Office
- National Digital Library Program **
- National Library Service for the Blind & Physically Handicapped
- Publishing Office
- Retail Marketing Office
- Visitor Services

* The Copyright Acquisitions Division has dual reporting responsibilities to the Copyright Office and to the Acquisitions Directorate

** Currently detailed to the Office of the Librarian

9/17/95

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Library of Congress Cataloging Directorate

Office of the Director for Cataloging
Director, Beacher J.E. Wiggins

Secretary to the Director
Barbara P. Williams

Technical Assistant
Albert Kohlmeier

Assistant to the Director
Susan R. Morris

Cataloging Automation Specialist
David Williamson

Cataloging in Publication Division
Chief, John P. Celli
Assistant Chief, Charles Fenly

- Cataloging In Publication
- Post Cataloging
- Preassigned Card Numbe
- Preliminary Cataloging
- Support

Special Materials Cataloging Division
Chief, Susan H. Vita
Assistant Chief, Linda Stubbs

- Computer Files/Microforms
- Music & Sound Recordings I
- Music & Sound Recordings II
- Music & Sound Recordings III
- NUCMC
- Rare Book

Social Sciences Cataloging Division
Chief, Regene C. Ross

- Business & Economics
- Central & Eastern European Languages
- Education, Sports, & Recreation
- Germanic & Scandinavian Languages
- Law
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- Romance Languages
- Political Science, Sociology, & Anthropology

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Assistant Chief, Cynthia J. Johanson

- Cooperative Cataloging
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- Korean/Chinese
- Hebraica
- Japanese I
- Japanese II
- Middle East/North Africa
- South Asia
- Southeast/South Asia

Decimal Classification Division
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Team Leader, Virginia Schoepf

Cataloging Policy & Support Office
Acting Chief, Thompson A. Yee

- Cataloging Policy
- Classification Editorial
- PreMARC
- Quality Control
- Subject Headings Editorial

History & Literature Cataloging Division
Chief, Jeffrey Heynen

- Anglo-American I
- Anglo-American II
- Anglo-American III
- Children's Literature
- General History & Literature
- Germanic
- Hispanic History & Literature
- Romance
- Slavic

Arts & Sciences Cataloging Division
Chief, Judith Mansfield

- Art, Architecture, & Performing Arts I
- Art, Architecture, & Performing Arts II
- Biological & Agricultural Sciences
- Medical Sciences & Biotechnology
- Physical Sciences
- Technology I
- Technology II

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